

## Minutes of the Committee Meeting Tuesday 19 October 2021

**Present:** Linda Curry (Chair), Pauline Amor, Beryl Blood, Lorna Brown, Tony Field, Pauline George, Helen Kempster, Margaret Lusher, Paul Smith, Jenny Snashall

<p><b>1. Welcome and apologies</b> LC welcomed all to the meeting. Apologies had been received from Vicki Hone.</p> <p><b>2. Minutes of the last meeting.</b> The minutes of the meeting on 21 September 2021 were agreed.</p> <p><b>3. Matters arising</b> <b>Item 4 (1) Loop</b> LB &amp; JS had been in touch with St Joseph's. Confirmed that there is currently no loop and, whilst not clear, apparently no intention to install. The Church makes very little use of the hall itself. Meeting planned Thursday 21 October LC/LB/JS/PS with Andy Roberts, who installed PA at St Nicholas &amp; also quoted at St Lawrence.</p> <p><b>Item 12 Speaker Programme</b> TF to follow up 2 potential speakers identified at September meeting. It was noted that the earliest they could be included in the programme would be July 2022.</p> <p><b>4. Chair's report (including Networks): LC</b> <b>1) Coordinators' meeting</b> Zoom meeting previous week – interesting but focussing on the bigger u3a picture rather than local. <b>2) Network Interest Groups</b> LC had been in contact with other groups in network, as promised, in attempt to bring Interest Group Coordinators together. However, Harborne &amp; Edgbaston are currently focussed on committee issues and Kings Heath &amp; Moseley on getting their Interest Groups back off the ground. LC to continue to pursue.</p> <p><b>5. October Meeting</b> A successful meeting with 70 people attending, including 11 joiners. The speaker Keith Edwards had been excellent. There had been some feedback from members that the chairs had been rather too closely spaced, which needs to be addressed for the November meeting</p>	<p>LC/LB/JS/PS</p> <p>TF</p> <p>LC</p>
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<p><b>6. November meeting</b>  LC reported that the scheduled Wildlife speaker was unavailable. She has, however, been able to arrange another speaker – Andy Bishop, former chair of Kings Heath Local History Society, who will give a talk (no charge) about the Murder at Weatheroak Hill, reported in the Times in 1885. LC advised that he required a projection table and blank wall/screen. LC will send out email to members. Agreed that we ought to offer him a fee. JS to contact him.</p> <p>LC has also identified another potential speaker – Bob Booth, the Chair of Bourneville Society, who gives a talk on Hidden Bourneville. The Birmingham City Council website indicates that his fees are usually a £20-30 donation.</p>	<p>LC  JS</p>
<p><b>7. Treasurer's report (JS)</b>  JS reported the bank balance as £4352.93.  She has been advised by Barclays Bank that they will not charge for banking cheques. She noted that it is not possible to scan cheques for business accounts, and although cheques can be paid into the PO they may take several days to reach the KNU3a's Barclay account.</p> <p>JS raised the possibility of getting a Barclays card terminal. The terminal used currently has to be connected via a phone app and is linked directly to PayPal. The Barclays terminal would use WIFI; charge of 1.6% (same as PayPal) and annual rental of £24, with first year free which would take us through the renewal period. We would, however, have to retain the PayPal account because online renewals through Beacon use PayPal. It was agreed that JS should get a Barclays card terminal.</p> <p>The new storage cupboard is due to arrive Thursday 21 October. PS agreed to receive delivery at St Josephs.</p>	<p>JS  PS</p>
<p><b>8. Membership secretary</b>  JS reported that there were currently 278 members. 29 had joined since the start of the first lockdown and had been invited to the first coffee morning on 30 October (5 have confirmed attendance). PG, BB, JS and VH will attend.</p> <p>Membership secretary role was again vacant. The role description was discussed and it was agreed that the responsibilities should be shared out between different individuals:</p> <ol style="list-style-type: none"> <li>1) Provide a point of contact for new member applications &amp; enquiries, providing up to date information on KNU3a (JS)</li> <li>2) Receive and keep application forms for membership for existing &amp; new members (ML)</li> <li>3) Up-date the data base with members names, addresses, phone no. and email addresses, compliant to data protection rules. This list can be circulated to members of the committee and appropriate group leaders but not to general members, and ensure data protection is followed. (ML)</li> <li>4) Report current membership status to the committee (ML)</li> <li>5) Provide copies of the attendance list for use at general meetings: members &amp; visitors (ML)</li> <li>6) Provide the newsletter secretary with names of new members (with</li> </ol>	<p>PG/BB/JS/VH</p>

<p>their agreement) for inclusion in the newsletter. (JS)</p> <p>7) To liaise with the Treasurer regarding the banking of membership fees and reconciliation of accounts (ML/JS)</p> <p>8) Work with the Treasurer during the renewal process (ML/JS)</p> <p>Additionally, LB to ask VH to take responsibility for organising the new members' coffee morning meetings. Anne Jones has offered to sit at registration table at general meetings to help.</p> <p>JS's phone number to be given on website for enquiries, ML's address to be given on membership forms.</p>	<p>LB/VH</p> <p>ML</p>
<p><b>9. Publicity Material</b></p> <p>JS to reorder publicity leaflets, with revised contact details. PG will reorder business cards, with contact details, when current supply used.</p>	<p>JS</p> <p>PG</p>
<p><b>10. Interest Groups: PG</b></p> <p>PG reported that 3 Interest Groups had been lost during the period of lockdown, but that 3 new groups had already been established:</p> <ul style="list-style-type: none"> <li>• <b>Crafternoon</b> – has had a second successful meeting</li> <li>• <b>Philosophy (2<sup>nd</sup> group)</b> – had first meeting October</li> <li>• <b>Dog walking</b> – 1st walk 10am Rowheath Park Thursday 11 November. All KN u3a dog owners welcome, &amp; non- dog owners can join walk or meet up for coffee after walk. ML to note on website and LC to include in email to members, with Jackie Johnson's (JJ) email address as contact. JJ will be providing an item for the newsletter.</li> </ul> <p>In addition it is hoped to start a Recorder Group – JJ will be contacting JS about hiring a room at St Joseph's.</p> <p>PG has checked the usage of WIFI at St Josephs by Interest Groups and others. The History Group might be the only group that would use it, but the HK noted that the group was continuing to meet by Zoom, probably until the end of the year. However, JS uses the WIFI and the Beacon Forum for Leaders meetings in the New Year will require WIFI. As would the Saturday meetings (previously organised by AW) if they were to resume. It was decided to keep the WIFI at the Church hall.</p>	<p>ML</p> <p>LC</p> <p>JJ</p> <p>JJ/JS</p>
<p>PG had prepared a notice concerning COVID safety measures for leaders and members of KNu3a, adapted from that of another u3a, for discussion. Her proposal that it should be sent to members, put on Facebook, the website and included in the KNu3a newsletter was agreed.</p> <p><b>11. Website</b></p> <p>ML has worked hard to bring the website up to date. She needs to be told what the committee wants on. LB asked all members of the committee to help by looking at the website regularly to check for eg any sections out of date, or where links have failed, and ML will make any changes needed. LC noted that the programme of speakers for the general meetings, as amended, should be put on the website.</p> <p>It is possible to nominate the KNu3a as the charity for donations on</p>	<p>JS/ML/HK</p> <p>AII/ML</p> <p>ML</p>

<p>Amazon Smile and it was agreed that information about individual members making the nomination should be posted on the website and included in the next newsletter.</p>	<p>ML HK</p>
<p><b>12. Christmas Party_7<sup>th</sup> December, Quiz Monday 13<sup>th</sup> , Xmas Tree Competition</b>  It was agreed that the general meeting on 7 December would be a Christmas social with</p> <ul style="list-style-type: none"> <li>• Mulled wine – to be provided by Alllan Walmsley (AW). He will source ingredients and be reimbursed. He may need offers of slow cookers, depending on how/where the mulled wine is to be served. Assuming 80 people for the wine.</li> <li>• Tea &amp; coffee. (Estimate of numbers expected to attend to be provided to Stella Woods at November general meeting.)</li> <li>• Mince pies. PS will source Assuming 100 people.</li> <li>• Paper cups (mulled wine) &amp; serviettes (mince pies). PS to source</li> <li>• Quiz  Hybrid Quiz planned for 13 December will not go ahead and potential later date of 20 December considered too close to Christmas.  LC to discuss with AW providing a mini quiz for Christmas social. [Agreed with AW post committee meeting.]</li> <li>• Raffle. As previously prizes to be purchased (PS). Raffle ticket given free to each attendee on entry.</li> <li>• Carols/Christmas music</li> <li>• Photo competition? – to be discussed further</li> </ul>	<p>AW</p> <p>JS</p> <p>PS PS</p> <p>LC/AW</p> <p>PS</p>
<p><b>13. Wifi at the Meeting House</b>  There had been reports that the WIFI at the Meeting House had not been working/was not accessible. However it was possible to access the WIFI on mobile phones at the committee meeting and it appeared that elsewhere in the building a laptop was connected.  LC advised that Nicholas Tulley (part of the BQMH volunteers) had offered to attend to assist any group wishing to use the WIFI. It was agreed that she would ask him to attend on Tuesday 26 October 2pm when the Family History Group was due to meet, as the group would wish to have WIFI access for tablets/laptops.</p>	<p>LC</p>
<p><b>14. AOB</b>  ML asked for a copy of the Interest Group poster created by PG.</p> <p>LB noted that in addition to the job description of Membership Secretary, which had been discussed earlier, there was a need to look at all the other job descriptions. If individuals did not have a copy of their job description, they are available on Beacon.</p>	<p>PG</p> <p>LB/All</p>
<p><b>15. Date of next committee meeting</b>  Tuesday 16 November at 2pm at the Bournville Quaker Meeting House.</p> <p>The meeting ended at 3.55 pm</p>	